



PROJECT CONTROLS REPORTING MANAGER.

Hybrid - Full-time.
London & Suffolk.

Essential/Mandatory

Minimum of a degree in a numerate subject.

Role overview.

Reports directly to the Head of Data & Reporting who is responsible for the co-ordination of Reporting activities associated with the development, design, manufacture, construction, and commissioning of the Performance Reporting on the Programme also cross-programme collaboration within safety, quality, time, and cost milestones for a specific area / scope of work. The Reporting Manager duties include identifying, gathering, analysing, and storing data, working with the data analysts to make insights accessible to the programme team through easy-to-understand graphs, charts, tables, visuals, and reports.

We are seeking a **full-time Project Controls Reporting Manager** to join our team in a hybrid role based in London & Suffolk, (with travel as required and some flexibility for home-working).

Key Responsibilities:

- The Reporting Manager will understand and bring together the differing information streams available through access to relevant data sources and available tools and Enterprise reporting systems used to collect and manage data and delivery on the programme
- Advising and supporting implementation and user acceptance testing on new software, as required by the Project Controls Department
- The duties and responsibilities of a Reporting Manager include working closely with IT to aid data availability from the data sources, using techniques to manipulate data for use in Power BI by data analysts and BI developers within the team
- Ensuring quality and efficiency of data architecture from the relevant data sources
- Knowledge sharing across the business
- Liaison with other functions and supply chain partners for license management and support
- Implementation of Power Apps where data capture and interaction are required.

Principal Accountabilities:

- Support the Reporting Lead in the implementation and maintenance of processes for reporting, including the production of monthly reports, through the provision of intelligent information and analysis.
- Collaborate with other Disciplines of the PMO & Digital Function, as well as other Project Teams, to ensure that Reporting requirements are met, and to help deliver Project goals.
- Manage Data and Reporting team, including finding, managing, and implementing backlog management across resources.
- Using data mining to extract information from data sets and identify correlations and patterns. Monitoring data quality and removing corrupt data.
- Organise and transform information into comprehensible structures compatible with existing WBS, CBS & OBS, to ensure System Compliance with coding structures to allow for consistency of reporting.
- Using data to predict trends in the Delivery operations. Performing statistical analysis of data. Using tools and techniques to visualise data in easy-to-understand formats, such as diagrams and graphs
- Development, delivery and implementation of Digital reports and dashboards within the Programme and to external clients
- To contribute and work with the Power BI platform within Project Controls and the wider Project Delivery Organisation Communicating with stakeholders to understand data content and business requirements
- Knowledge sharing across the business
- Establish and foster working relationships with all appropriate stakeholders pursuant to the discharging of your responsibilities or in aid of theirs
- Provide ad hoc support to the wider Project Controls function to develop the capability of the team
- Ensure that all reporting is accurate, consistent, validated, representative of Project status, and focussed on the appropriate stakeholder group

Scope:

Each post may change significantly as the Project develops. This Job Description describes the current Principal Accountabilities of this role. However, it is not intended to be exclusive or exhaustive. It is an outline indication of areas. Activities & may be amended considering changing needs of the Project.

Knowledge, Skills, Qualifications & Experience:

- Minimum of a degree in a numerate subject, or HND or equivalent qualification with recognised experience commensurate with a degree
- In-depth understanding of the full lifecycle of large, complex Projects
- Experience in a scripting language, preferable Python and R
- Microsoft Azure (SQL) development and experience
- Data lake, interface & extraction
- In depth Power BI knowledge including DAX & M (Power Query)

- Data Analytics / Data Science capabilities
- Ability to help design how we refine the system and use it within processes
- Relevant system admin certification
- System Admin user experience
- Experienced across the Microsoft Power Platform
- Customer-facing communication
- Exhibits analytical approach with high-level problem-solving ability
- High standard of interpersonal skills with open communication – excellent written and verbal communication skills
- Skilled at interfacing and operating in a large corporate environment
- Ability to work in a team or lead a team, as well as on their own initiative
- Results focused tempered with a team centred approach
- Strive for quality, excellence, and continuous improvement in everything you do
- Experience of work in a multicultural environment would be advantageous
- Strategic risk/opportunity thinking

Key Competencies:

Creativity

- Having a clear vision, direction and sense of purpose and being able to communicate this effectively within the sector
- The ability to innovate, think laterally and tackle new areas of business risk and opportunity
- The ability to identify and manage critical business issues
- Good judgement and decision making; and
- Enthusiasm, energy, passion, and conviction

Individuality

- Engaging and motivating others
- Recognising, drawing out and utilising the skills of others

Courage

- Self-confident and assured; and
- Being honourable, trustworthy, fair, and honest – respecting confidentiality

Impact

- Getting results and making things happen
- Ability to influence at a senior level with both internal and external audiences as required

Note: This job description is not an exhaustive list of the responsibilities and activities that the job holder may be required to undertake.



Our commitment to our clients is based on trust, expertise and our unwavering focus to ensure positive results.

Who You Are:

You bring more than just project control skills—you bring the right behaviours that align with how we show up every day:

- You really care about helping others succeed
- You proactively look for ways to add value, even when it's not explicitly asked
- You're a critical thinker who asks smart questions and seeks to understand before acting
- You're digitally literate, adaptable, and comfortable working with modern tools
- You're curious, proactive, and always looking to improve
- You're credible, authentic, and can influence others with integrity
- You're emotionally intelligent, self-aware, and respectful in how you show up
- You bring innovative thinking and don't default to the obvious
- You focus on results and optimisation, not just activity
- You're collaborative—you don't sit in silence, and you make space for others
- You're accountable and own your outcomes
- You balance resilience with compassion—kindness matters here
- You're the kind of person who likes to go above and beyond

Why Join Us?

- Be part of a values-led consultancy where you're not just a number
- Work closely with experienced consultants and leaders invested in your development
- Shape the way we grow and influence how we build our teams
- Hybrid working and flexibility
- Exposure to cutting-edge work in project controls and digital transformation
- A down-to-earth, high-performing culture that genuinely supports its people



Our values are at the heart of who, and how we work – they shape our environment and daily interactions.

Our values.

Our values create a work environment that is rich in empathy, creativity and diversity. All contributions are actively welcomed and explored.

Creativity

Be creative when the basics don't work, be inventive when facing the unexpected and be agile when things don't go to plan.



Impact

Be driven to make a difference, to lead others forward and leave a lasting legacy of positive impact.



Love

Love what you do, love who you do it with and most of all love life.



Individuality

Don't sacrifice your identity to try and fit in, speak your language and share your perspective, be happy being yourself.



Courage

Have the courage to stand up for what you believe in, the courage to speak up and the courage to do the right thing.



Upload/attach your CV if you think this could be a great fit for your skills, values & career aspirations.

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